



DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

Canc frp: Apr 05

REFER TO:

COMSCNOTE 5420

N15  
27 OCTOBER 2004

COMSC NOTICE 5420

Subj: COMSC COLLATERAL DUTY ASSIGNMENTS

1. Purpose. To provide a listing of collateral duty assignments performed by COMSC military personnel and primary duties performed by key civilian employees. This listing is not inclusive of all civilian positions; the intent is to identify those positions that provide support to all MSC staff.

2. Action. The personnel listed below are hereby designated to perform the collateral or primary duties as indicated. Personnel assigned these duties shall thoroughly familiarize themselves with, and maintain for ready reference, all applicable directives pertaining to their assignment(s). Turnover and assumption of assignments shall be reported to the Director, Military Personnel (N15). This notice supercedes the requirement for individual letters of designation.

POSITION	NAME
Alcohol and Drug Control Officer (ADCO)	LCDR Sires (PRD: MAR07)
Administrative Support Center (Supervisor) (Assistant)	Mr. Kenneth Williams Mr. Steven Coney
Awards Board	CAPT Seifert (PRD: JUL06) CAPT Schoenfeld (PRD: JAN05) CAPT Marcinek (PRD: AUG06) CDR McDowell (PRD: JUN07) CNOCM(SW) Shaffer (PRD: MAR06)
Awards Program Coordinator (Military) (Civilian)	YN1 Dunn (PRD: AUG06) Ms. Viki Egan
Blood Donor Program Coordinator	Mr. Jim Gee Mr. Shelley Croyle (Alternate)
Casualty Assistance Calls Officer (CACO)	YNC Day (PRD: DEC07)
Chief Petty Officer Mess Officers	SKCM(AW/SW) Florida (President) (PRD: NOV06) PNC(AW) Buckingham (Treasurer) (PRD: JUL05)

POSITION	NAME
Civilian Leave Donor Program Coordinators	Ms. Viki Egan Ms. Yvonne Hunter
Civilian of the Quarter/Year Board Coordinator	Ms. Viki Egan
Civilian Payroll Liaison	Ms. Mary Burroughs
Civilian Personnel Liaison	Ms. Adrienne Clark Ms. Viki Egan Ms. Yvonne Hunter
Combined Federal Campaign Coordinator	LCDR Sumrall (PRD: JUL07)
Command Career Counselor	PNC(AW) Buckingham (PRD: JUL05)
Command Evaluation Program Coordinator	Mr. Marvin Wagner
Command Financial Specialist	IT1(SW/AW) Gow (PRD: NOV05)
Command Fitness Leader	LCDR Sumrall (PRD: JUL07) (primary) YNC(SW) Smith (PRD: MAY06) (secondary) IT2(SW) Pennil (PRD: SEP05) (secondary)
Command Managed Equal Opportunity (CMEO) Officer	LCDR Lee (PRD: DEC05)
Communications Security Material System (CMS) Custodian Assistant	LT Gould (PRD: JUL06) Mr. Scott Miserendino
Controlled Equipage Custodian	LT Nowinski (PRD: AUG05)
Disciplinary Review Board (DRB) (Military)	SKCM(AW/SW) Florida (PRD: NOV06) PNCS(SW/AW) Mincey (PRD: APR07) HMCS(SW/AW/FMF) Pangalangan (PRD: JUL07) YNC(SW) Smith (PRD: MAY06) YNC Day (PRD: DEC07) PNC(AW) Buckingham (PRD: JUL05) YNC(SW) Hicks (PRD: AUG05) ITC(SW) Jefferson (PRD: MAY07)
Drug/Alcohol Abuse Program Advisor (DAPA)	YNC Day (PRD: DEC07)
Drug Free Workplace Coordinator (Civilian)	Ms. Carleen Kolpa
Educational Services Officer (ESO)	PNC(AW) Buckingham (PRD: JUL05)
Exceptional Family Member Program (EFMP) Coordinator	CAPT Herden (PRD: AUG06) Mr. Shelley Croyle
Facilities Manager	Mr. Ray Alston
Family Advocacy Program Representatives	LT Collins (PRD: MAY05)
Forms Control Officer	Ms. Alita Lyons
Freedom of Information Act (FOIA) Coordinator	Mrs. Margaret Sprague
General Military Training Coordinator	YN1(AW) Williams (PRD: DEC04)

POSITION	NAME
Health Benefits Advisor	CAPT Herden (PRD: AUG06)
Health Promotion Program Coordinator	CAPT Herden (PRD: AUG06)
Information Network Security Officer	Ms. Vernice Lee
Information Systems Security Manager	Ms. Mary Avery
Information Systems Security Officer	Mr. Walt Andersen
Key Control Officer	Mr. Sean Carney
Legal Officer (Military personnel)	LT Collins (PRD: MAY05)
Military Cash Awards Program Coordinator	LT Nowinski (PRD: AUG05)
MSC Morale Committee	Mr. Greg Smith (Chairman) CNOCM(SW) Shaffer (PRD: MAR06) Ms. Sally Baldrige Mr. Charles Fisenne Ms. Linda Handschumacher Ms. Wanda Watson-Mays SK1(AW) Callaway (PRD: AUG06)
Navy/Marine Corps Relief Society Fund Drive Coordinator	LCDR Sumrall (PRD: JUL07)
Naval Warfare Publications Custodian	OS1(SW/AW) Compton (PRD: DEC05)
NDW Court-Martial Pool	CAPT Herb (PRD: AUG05) LCDR Lee (PRD: DEC05) LT Nowinski (PRD: AUG 05) PNC(AW) Buckingham (PRD: JUL05)
Official Mail Control Officer/Manager	Mr. Steven Coney
Operations Security (OPSEC) Officer	CDR Anderson (PRD: JUN05)
PASS Liaison Representative (PLR)	YNC Day (PRD: DEC07) PNC(AW) Buckingham (PRD: JUL05) YN1 Dunn (PRD: AUG06) YN1(AW) Williams (PRD: DEC04) YN2(SW/AW) Ames (PRD: FEB07)
Personal Excellence Partnership Program Coordinator	Mrs. Patricia Paige Mr. Jim Featherer
Physical Security Officer	Mr. Sean Carney

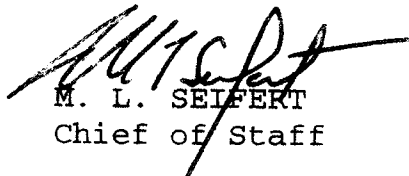
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POSITION	NAME
Physical Security Review Committee	CAPT Seifert (Chief of Staff/Chairperson) (PRD: JUL06) LT Collins (Security Officer) (PRD: MAY05) Mr. Sean Carney (Physical Security Off) Mr. Ray Alston (Facility Manager) Mr. Wayne Wright (N2 Rep) IS1 Dunn (N3/5 Rep) (PRD: OCT05) LT Nowinski (N41 Rep) (PRD: AUG05) Mr. Walt Andersen (N6 Rep) Mr. Jamie Lang (N8 Rep) Mr. Glenn Marshall (PM1 Rep) Ms. Gladys Fisher (PM2 Rep) Mr. John Hume (PM3 Rep)
Career Development Board (CDB)	SKCM(AW/SW) Florida (PRD: NOV06) PNCS(SW/AW) Mincey (PRD: APR07) HMCS(SW/AW/FMF) Pangalangan (PRD: JUL07) YNC(SW) Smith (PRD: MAY06) YNC Day (PRD: DEC07) PNC(AW) Buckingham (PRD: JUL05) YNC(SW) Hicks (PRD: AUG05) ITC(SW) Jefferson (PRD: MAY07)
Reserve Coordinator Assistant	CAPT Schoenfeld (PRD: JAN05) Mrs. Dottie Caldwell
Sailor of the Quarter/Year Selection Board	SKCM(AW/SW) Florida (PRD: NOV06) PNCS(SW/AW) Mincey (PRD: APR07) HMCS(SW/AW/FMF) Pangalangan (PRD: JUL07) YNC(SW) Smith (PRD: MAY06) YNC Day (PRD: DEC07) PNC(AW) Buckingham (PRD: JUL05) YNC(SW) Hicks (PRD: AUG05) ITC(SW) Jefferson (PRD: MAY07)
Savings Bond Campaign Coordinator	LT Campbell (PRD: APR05)
Security Manager Assistant	LT Collins (PRD: MAY05) Mr. Sean Carney
Senior Enlisted Advisor	SKCM(AW/SW) Florida (PRD: NOV06)
Senior Watch Officer	CDR Anderson (PRD: JUN05)
Sexual Assault Victim Intervention (SAVI) Coordinator	Ms. Cindy Stewart (NDW Base) LT Nowinski (PRD: AUG05) LT Collins (PRD: MAY05)

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POSITION	NAME
Suggestion Coordinator (Military) (Civilian)	LT Nowinski (PRD: AUG05) Ms. Yvonne Hunter
Telecommunications Services Control Officer	Mrs. Mary Ammons
Thrift Savings Plan Coordinator	PNCS(SW/AW) Mincey (PRD: APR07)
Top Secret Control Officer Top Secret Control Officer Assistant	Mr. William Murphy LT Gould (PRD: JUL06)
Training Officer (Civilian) (Reserves)	Mr. Kyrn Hickman LCDR Sumrall (PRD: JUL07)
Transition Officer	PNC(AW) Buckingham (PRD: JUL05)
Urinalysis Program Coordinator Assistant	YNC(SW) Smith (PRD: MAY06) OS1(SW/AW) Compton (PRD: DEC05)
Vehicle Control Officer	Ms. Wanda Smith
Voting Officer	LT Gould (PRD: JUL06)
Wardroom Officers	CAPT Quilici (President) (PRD: JUN06) LCDR Sires (Publicity) (PRD: MAR07) LT Nowinski (Treasurer) (PRD: AUG05) CDR Orear (Auditor) (PRD: JUN06) CDR Perry (Hail & Farewell Coord) (PRD: OCT05)
Watchbill Coordinator	LCDR Snider (PRD: APR05)
White Hat Association	OS1(SW/AW) Compton (President) (PRD: DEC05) YN1(AW) Williams (Vice President) (PRD: DEC04) YN1 Dunn (Treasurer) (PRD: AUG06) IT2 Keener (Secretary) (PRD: NOV04)

3. Cancellation Contingency. This notice will remain in effect until superseded.

  
M. L. SEIFERT  
Chief of Staff

Distribution:  
COMSCINST 5215.5  
List I (Case A, B, C)